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## Keep All Formats

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When you use the Clipboard, Excel treats cell formatting and column widths separately. That can be annoying when you want to copy a block of neatly formatted data from one worksheet to another. The solution is a two-step paste. First, copy the original data, then switch to the destination worksheet and paste the data. Point to the block of data you just pasted, right-click, and choose Paste Special. In the Paste Special dialog box, choose the Column Widths option and click OK.

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